

# FILING A WILL

Processing for will activity is initiated through the name index, with the option of "W" next to the name.

Search for the name in Work with Names Press [Enter] to reposition the index.

If the name does not exist F6 = Create

STARR UCHDRFK Lansing Test(Rel Pilot) Rel0505  
Work with Names 5/31/05

Next: NAM Case: \_\_\_\_\_ Court: P 34 34

Type options, press Enter.  
2=Change 4=Delete 5=Display A=AR Bills B=Bonds C=Cases D=DocSum  
F=Fin Info J=Juvenile M=Money N=Cons Name W=Wills Z=Receipts

Name: JAMISON,RE

Name	GDR	R	DOB	SSN	City
JANDERNOA, ANN, M	F	WA	7/22/1964		PARK FALLS
JANDERNOA, DANIEL, L	M	WA	5/16/1955		PEWAMO
JANDERNOA, THERESA, M	F	OT	8/31/1952		PORTLAND
JANDERNOA, THOMAS, E	M	OT			PORTLAND
JANES, VIRGINIA, R.	F				GRAND LEDGE
JANISLAWSKI, STANLEY, V.	M				
JANDOSE, NICHOLAS,	M	WA			MIDDLEVILLE
JANMAN, REX, E, III	M	WA	3/15/1980		HASTINGS
JARVELA, TONDA,	F		4/10/1964		BELDING

F3=Exit F6=Create F13=Cmnds F16=Calc

MA d

1902 - Session successfully started

\\SCAO\1N65QLS on Ne03:

1:15 PM

STARR UCC6E1K Lansing Test(Rel Pilot) Rel0505  
Edit Name 5/31/05

Name: JAMISON, REBECCA, Adoption Name: N  
Company: N

Gender: E Race: \_\_\_\_\_  
SSN: \_\_\_\_\_  
Date of Birth: 08121967 Date of Death: \_\_\_\_\_

DLN: \_\_\_\_\_ St: \_\_\_\_\_

Address: 3290 EAST MAIN ST

City: PONTIAC St: MI Zip: 48833

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_  
Fax: \_\_\_\_\_

SID#: \_\_\_\_\_ NCIC#: \_\_\_\_\_

F3=Exit F10=Name F13=Cmnds F16=Calc

MA d

1902 - Session successfully started

\\SCAO\1N65QLS on Ne03:

1:20 PM

Complete the information for Edit Name

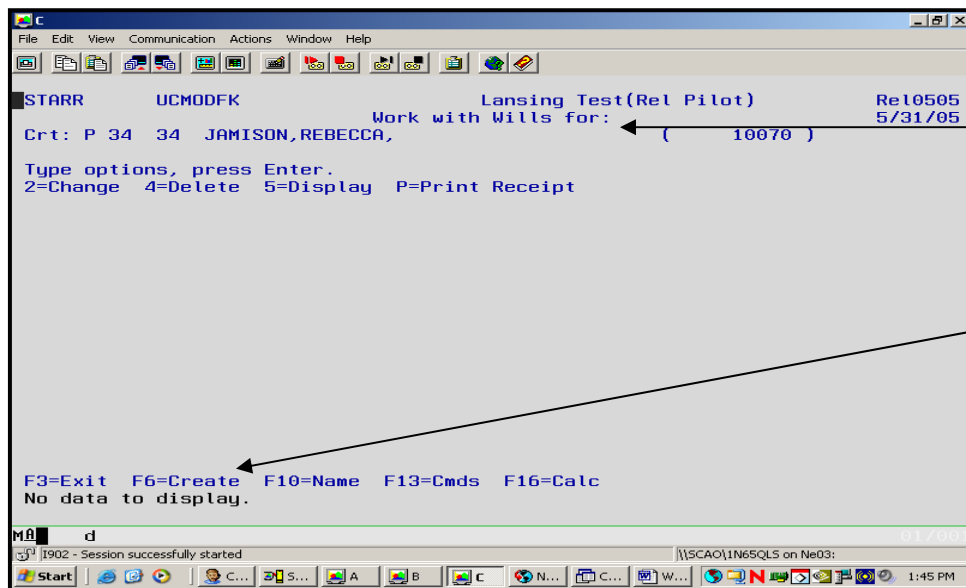
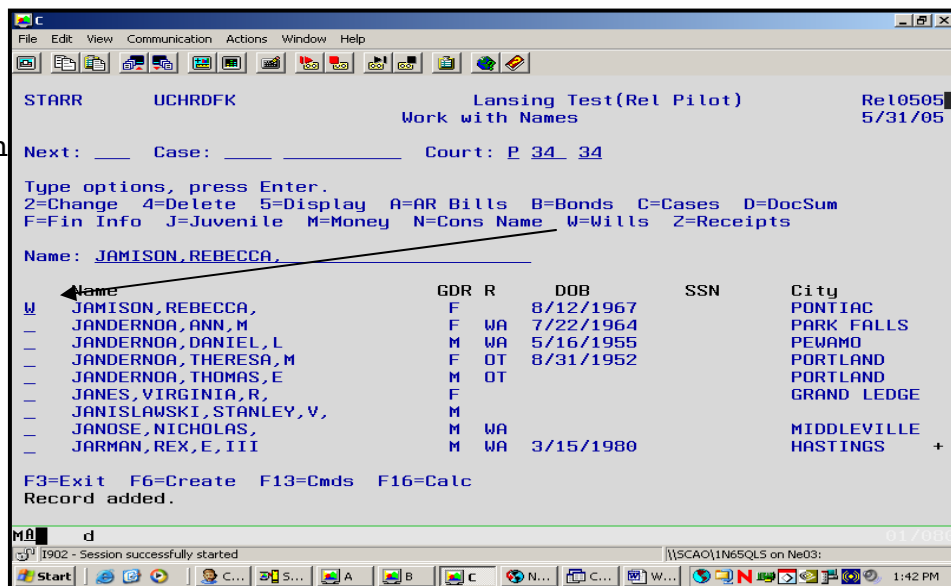
Press [Enter]

The name will be added to the name index.

Filing a will continued

Once the name exists in the name index, choose option "W" next to the name.

Press [Enter]



The screen will return with the Work with Wills for "the new name" screen.

F6 = Create will activity

## Filing a will continued

STARR37 UCMLPVK UCSGEN Environment TEST  
Add Will Activity 5/31/05

Crt: P 13 13 Case: 2005 Monetary: N Will Receipt: Y Copies: 2

Will Nbr: Type: -

Testator: 208540 - JAMISON, REBECCA,  
Date: 5/31/2005  
SSN: Codicil# :  
Address: 3290 EAST MAIN ST ( 210688 )  
City: PONTIAC St: MI Zip: 48833 Attny: \_\_\_\_\_

Depositor Name: \_\_\_\_\_  
Address: \_\_\_\_\_ ( 0 )  
City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Probate Case: \_\_\_\_\_  
Commnt: \_\_\_\_\_

F3=Exit F6=Create F13=Cmnds F16=Calc

The screen  
"Add Will  
Activity"  
will return for  
completion.

Enter the Will  
file number/name  
or prompt and  
select.

Other fields

Monetary – when a "Y" is entered a cash receipts screen will return for completion.

Will Receipt - upon pressing enter the system will generate a Will receipt(s).

Copies – Number of Will Receipts, the system will default to two, one for the court and one for the testator.

F4 prompt for the  
next Will Number.

STARR37 UCMLPVK UCSGEN Environment TEST  
Add Will Activity 5/31/05

Crt: P 13 13 Case: 2005 WILL Monetary: N Will Receipt: Y Copies: 2

Will Nbr: Type: -

Testator: 208540 - JAMISON, REBECCA,  
Date: 5/31/2005  
SSN: Codicil# :  
Address: 3290 EAST MAIN ST ( 210688 )  
City: PONTIAC St: MI Zip: 48833 Attny: \_\_\_\_\_

Depositor Name: \_\_\_\_\_  
Address: \_\_\_\_\_ ( 0 )  
City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Probate Case: \_\_\_\_\_  
Commnt: \_\_\_\_\_

F3=Exit F6=Create F13=Cmnds F16=Calc  
Will Number required (F4 for Next Will Number).

**Note:** If a previous will existed and a new will is being filed, the previous will number will be displayed, the user must F4 prompt for a new will number.

Enter a will activity type

or

F4 prompt and select

The date field defaults to current date.

STARR37 UCMLPVK UCSGEN Environment TEST 5/31/05  
Add Will Activity

Crt: P 13 13 Case: 2005 WILL Monetary: N Will Receipt: Y Copies: 2

Will Nbr: 200520 Type: -

Testator: 208540 - JAMISON, R  
Date: 5/31/2005  
SSN: Codicil# :  
Address: 3290 EAST MAIN ST  
City: PONTIAC

Depositor Name: Address: City:

Probate Case: Comment:

F3=Exit F6=Create F13=Cmnds F16=Calc  
Value required for Will Activity type.

Type options, press Enter.  
X/1=Select.

Opt Value	Description
- C	Codicil
- E	Will Decedents Estate
- P	Probated
- W	Will Safekeeping
- X	Will Withdrawn

STARR37 UCMLPVK UCSGEN Environment TEST 5/31/05  
Add Will Activity

Crt: P 13 13 Case: 2005 WILL Monetary: N Will Receipt: Y Copies: 2

Will Nbr: 200520 Type: W

Testator: 208540 - JAMISON, REBECCA,  
Date: 5/31/2005  
SSN: Codicil# :  
Address: 3290 EAST MAIN ST ( 210688 )  
City: PONTIAC St: MI Zip: 48833 Attny:

Depositor Name: Address: City: St: Zip: ( 0 )

Probate Case: Comment:

F3=Exit F6=Create F13=Cmnds F16=Calc

If an attorney is depositing the Will for the testator, enter the Attorney's P# or F4 prompt and select.

The Attorney's name and address will complete the depositor name.

or

If an individual is depositing the Will F4 prompt and select the name from the name index.



**Note:** It is not mandatory to enter a Depositor Name, but will effect the completion of the Will receipt.

# Filing a will continued

Once the screen is complete  
[Press Enter]  
Confirm  
[Press Enter]

STARR37 UCMLPVK UCSGEN Environment TEST 6/01/05  
Add Will Activity

Crt: P 13 13 Case: 2005 WILL Monetary: N Will Receipt: Y Copies: 2  
Will Nbr: 200520 Type: W - Will Safekeeping

Testator: 208540 - JAMISON,REBECCA,  
Date: 6/01/2005  
SSN: 77777777 Codicil#: ( 210688 )  
Address: 3290 EAST MAIN ST City: PONTIAC St: MI Zip: 48833 Attny: 21529

Depositor Name: TRACE,KEITH B JR  
Address: 7365 ORCHARD LAKE RD ( 68690 )  
City: FARMINGTON St: MI Zip: 48024

Probate Case: \_\_\_\_\_  
Commnt: \_\_\_\_\_

F3=Exit F6=Create F13=Cmnds F16=Calc CONFIRM: Y (Y/N)

STARR37 UCMODFK UCSGEN Environment TEST 6/01/05  
Work with Wills for: ( 208540 )

Type options, press Enter.  
2=Change 4=Delete 5=Display P=Print Receipt

Case	Will Nbr	Type	Filed	Testator
2005 WILL	200520	Will Safek	6/01/2005	JAMISON,REBECCA,

F3=Exit F6=Create F10=Name F13=Cmnds F16=Calc

The will activity is displayed in the *Work with Wills for: "Name"* screen.

Two Will receipts will be generated, for issue to the testator and the court.

Once the will activity is complete F3 to exit the screen.

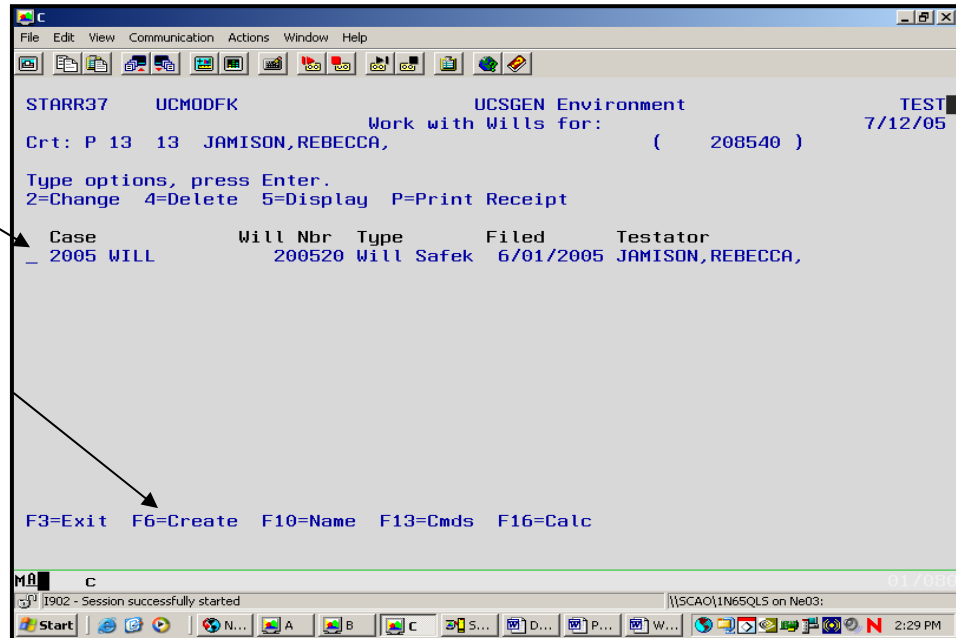
**Note:** Activity types of "W" Will for Safekeeping and "E" Will for Decedents Estate, are both counted on the SCAO Caseload Part 1 report.

# FILING A JOINT WILL

**File the first testator's will as described on pages 1 – 5.**

Once first testator's Will Activity is completed remain in the Work with Wills for: screen.

F6 to add the joint Will Activity.



The screen will return with Add Will Activity.

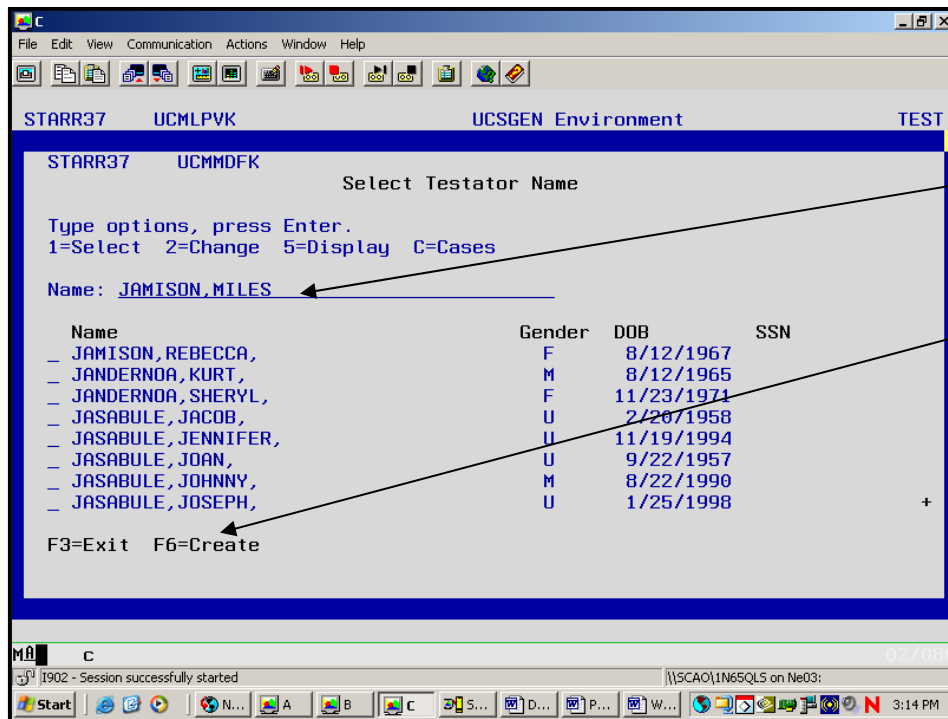
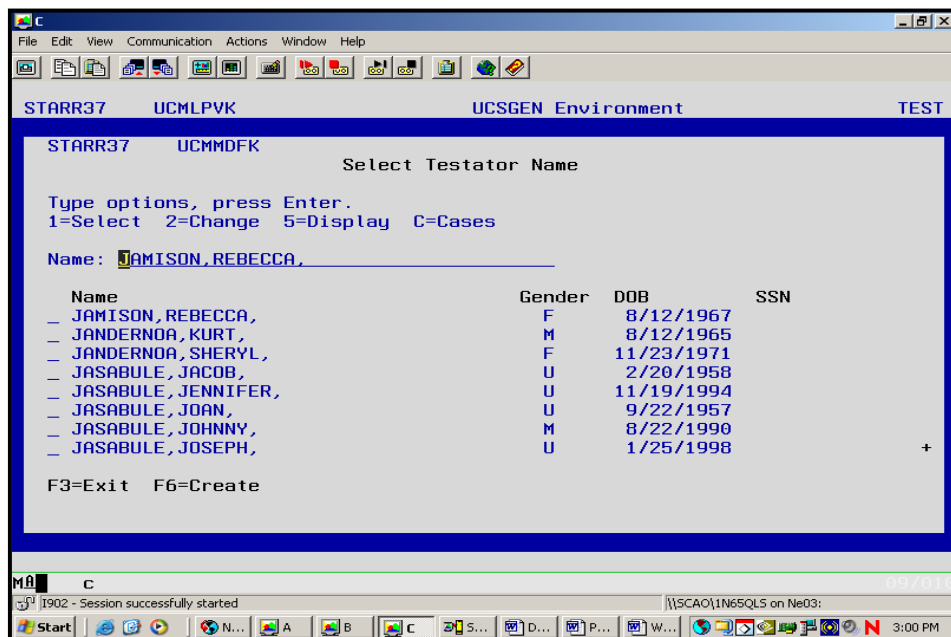
The same case number and Will Nbr should remain on the screen.

Add Type: "W"

F4 Prompt on the Testator Name number field.

Filing a joint will continued

The Select Testator Name screen will return.



Search for the joint Testator's name.

If the name does not exist F6 to create.

Complete the  
Edit Name screen.  
Press [Enter]

STARR37 UCC6E1K UCSGEN Environment TEST  
Edit Name 7/12/05

Name: JAMISON, MILES, Adoption Name: N  
Company: N

Gender: M Race: WA  
SSN: \_\_\_\_\_  
Date of Birth: 10281952 Date of Death: \_\_\_\_\_

DLN: M382938290890 St: MI  
Address: 3290 EAST MAIN ST  
City: PONTIAC St: MI Zip: 48341  
Phone: \_\_\_\_\_ Ext: \_\_\_\_\_  
Fax: \_\_\_\_\_  
SID#: \_\_\_\_\_ NCICH: \_\_\_\_\_

F3=Exit F10=Name F13=Cmnds F16=Calc

STARR37 UCMLPVK UCSGEN Environment TEST  
UCMMDFK

Select Testator Name

Type options, press Enter.  
1=Select 2=Change 5=Display C=Cases

Name: JAMISON, MILES,

Name	Gender	DOB	SSN
1 JAMISON, MILES,	M	10/28/1952	
— JAMISON, REBECCA,	F	8/12/1967	
— JANDERNOA, KURT,	M	8/12/1965	
— JANDERNOA, SHERYL,	F	11/23/1971	
— JASABULE, JACOB,	U	2/20/1958	
— JASABULE, JENNIFER,	U	11/19/1994	
— JASABULE, JOAN,	U	9/22/1957	
— JASABULE, JOHNNY,	M	8/22/1990	

F3=Exit F6=Create  
Record added.

1 - Select the Name  
Press [Enter]



# Filing a joint will continued

The joint testator's Name information is updated on the screen.

Complete the Depositor Attorney or Depositor Name.

Confirm  
Press [Enter]

STARR37 UCMLPVK UCSGEN Environment TEST 7/12/05  
Add Will Activity

Crt: P 13 13 Case: 2005 WILL Monetary: N Will Receipt: Y Copies: 2

Will Nbr: 200520 Type: W - Will Safekeeping

Testator: 208593 - JAMISON, MILES,  
Date: 7/12/2005  
SSN: 77777779 Codicil#:   
Address: 3290 EAST MAIN ST ( 214193 )  
City: PONTIAC St: MI Zip: 48341 Attny: 21529

Depositor Name: TRACE, KEITH, B. JR  
Address: 7365 ORCHARD LAKE RD ( 68690 )  
City: FARMINGTON St: MI Zip: 40824

Probate Case:   
Commnt:   
F3=Exit F6=Create F13=Cmnds F16=Calc CONFIRM: Y (Y/N)

The key to a joint will is that both testator names have the same will number and case number.

STARR37 UCMLPVK UCSGEN Environment TEST 6/02/05  
Work with Wills for: ( 208541 )

Type options, press Enter.  
2=Change 4=Delete 5=Display P=Print Receipt

Case	Will Nbr	Type	Filed	Testator
2005 WILL	200520	Will Safek	6/01/2005	JAMISON, REBECCA, -Joint
2005 WILL	200520	Will Safek	6/02/2005	JAMISON, MILES, -Joint

F3=E

STARR37 UCMLPVK UCSGEN Environment TEST 6/02/05  
Work with Wills for: ( 208540 )

Type options, press Enter.  
2=Change 4=Delete 5=Display P=Print Receipt

Case	Will Nbr	Type	Filed	Testator
2005 WILL	200520	Will Safek	6/01/2005	JAMISON, REBECCA, -Joint
2005 WILL	200520	Will Safek	6/02/2005	JAMISON, MILES, -Joint

The joint will activity is complete.

Joint will activity is displayed from either name.

# Codicil

A codicil is a supplement or an addition to an existing will. A codicil does not receive a new will number, but does receive a one up codicil number that is automatically generated by the system. There is no limit to the number of codicils that may be attached to a will.

Search for the name in *Work with Names*.

Option "W" next to the name, to display the will activity. →

Press [Enter]

STARR37 UCHRDFK UCSDGEN Environment TEST 6/02/05  
Work with Names

Next: \_\_\_\_ Case: \_\_\_\_ Court: P 13 13

Type options, press Enter.  
2=Change 4=Delete 5=Display A=AR Bills B=Bonds C=Cases D=DocSum  
F=Fin Info J=Juvenile M=Money N=Cons Name W=Wills Z=Receipts

Name: JAMISON, M

Name	GDR	R	DOB	SSN	City
W JAMISON, MILES,	M		10/28/1952		PONTIAC
JAMISON, REBECCA,	F		8/12/1967		PONTIAC
JANDERNOA, KURT,	M	WA	8/12/1965		LANSING
JANDERNOA, SHERYL,	F	WA	11/23/1971		LANSING
JASABULE, JACOB,	U		2/20/1958		
JASABULE, JENNIFER,	U		11/19/1994		IONIA
JASABULE, JOAN,	U		9/22/1957		
JASABULE, JOHNNY,	M	WA	8/22/1990		IONIA
JASABULE, JOSEPH,	U		1/25/1998		

F3=Exit F6=Create F13=Cmnds F16=Calc

STARR37 UCMODFK UCSDGEN Environment TEST 6/02/05  
Work with Wills for: ( 208541 )

Type options, press Enter.  
2=Change 4=Delete 5=Display P=Print Receipt

Case	Will Nbr	Type	Filed	Testator
2005 WILL	200520	Will Safek	6/01/2005	JAMISON, REBECCA,
2005 WILL	200520	Will Safek	6/02/2005	JAMISON, MILES,

F3=Exit F6=Create F10=Name F13=Cmnds F16=Calc

F6 to create new will activity

# Filing a codicil continued

The will activity screen defaults to the last Will case number and Will number.

Complete the depositor, if applicable.

Press [Enter]  
Confirm  
Press [Enter]

STARR37 UCMLPVK UCSGEN Environment TEST 6/02/05  
Add Will Activity  
Crt: P 13 13 Case: 2005 WILL Monetary: N Will Receipt: Y Copies: 2  
Will Nbr: 200520 Type: C Codicil  
Testator: 208541 - JAMISON, MILES,  
Date: 6/02/2005  
SSN: Codicil# :  
Address: 3290 EAST MAIN ST ( 210690 )  
City: PONTIAC St: MI Zip: 48833 Attny: \_\_\_\_\_  
Depositor Name: JAMISON, MILES,  
Address: 3290 EAST MAIN ST ( 0 )  
City: PONTIAC St: MI Zip: 48833  
Probate Case: \_\_\_\_\_  
Comment: \_\_\_\_\_  
F3=Exit F6=Create F13=Cmnds F16=Calc

STARR37 UCMODFK UCSGEN Environment TEST 6/02/05  
Work with Wills for: ( 208541 )  
Type options, press Enter.  
2=Change 4=Delete 5=Display P=Print Receipt

Case	Will Nbr	Type	Filed	Testator	
2005 WILL	200520	Will Safek	6/01/2005	JAMISON, REBECCA,	-Joint
2005 WILL	200520	Codicil	6/02/2005	JAMISON, REBECCA,	-Joint
2005 WILL	200520	Will Safek	6/02/2005	JAMISON, MILES,	
2005 WILL	200520	Codicil	6/02/2005	JAMISON, MILES,	

Edit Will Activity  
13 13 Case: 2005 WILL Copies  
200520 Type: C - Codicil  
6/02/2005 Codicil# :  
Name: JAMISON, MILES,  
SSN:  
Address: 3290 EAST MAIN ST  
City: PONTIAC

The codicil activity has been added.

If the codicil is attached to a joint Will, it displays for both testators. It is not necessary to add the codicil information to each name.

## Other Will Activity

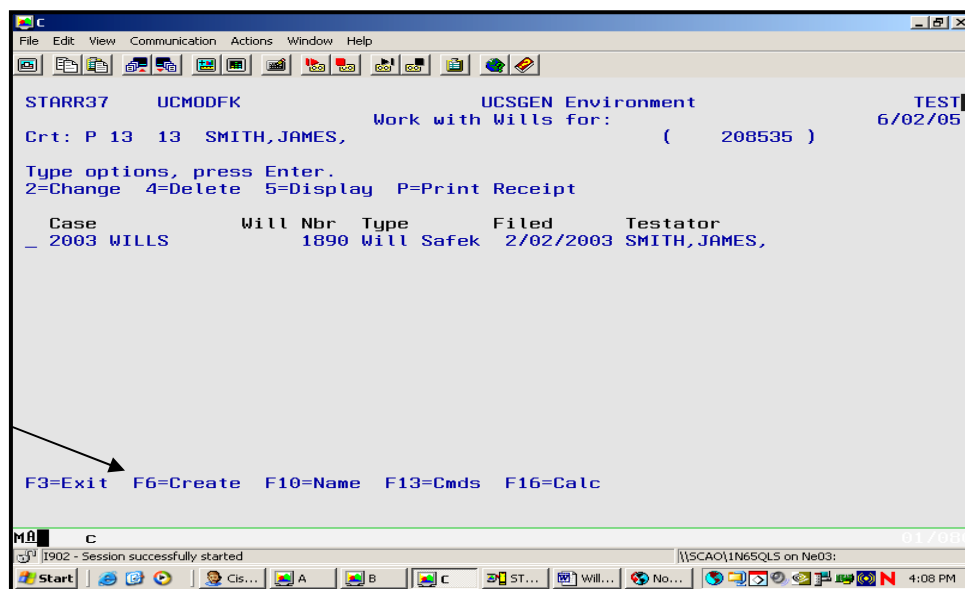
Other will activity includes Will Withdrawn and/or Probated. These types of will activities will be based on the most last will number filed.

### Will Withdrawn

A testator would like to withdraw their will.

Search for the name in *Work with Names*, use option "W" next to the name.

Then F6 to create new will activity

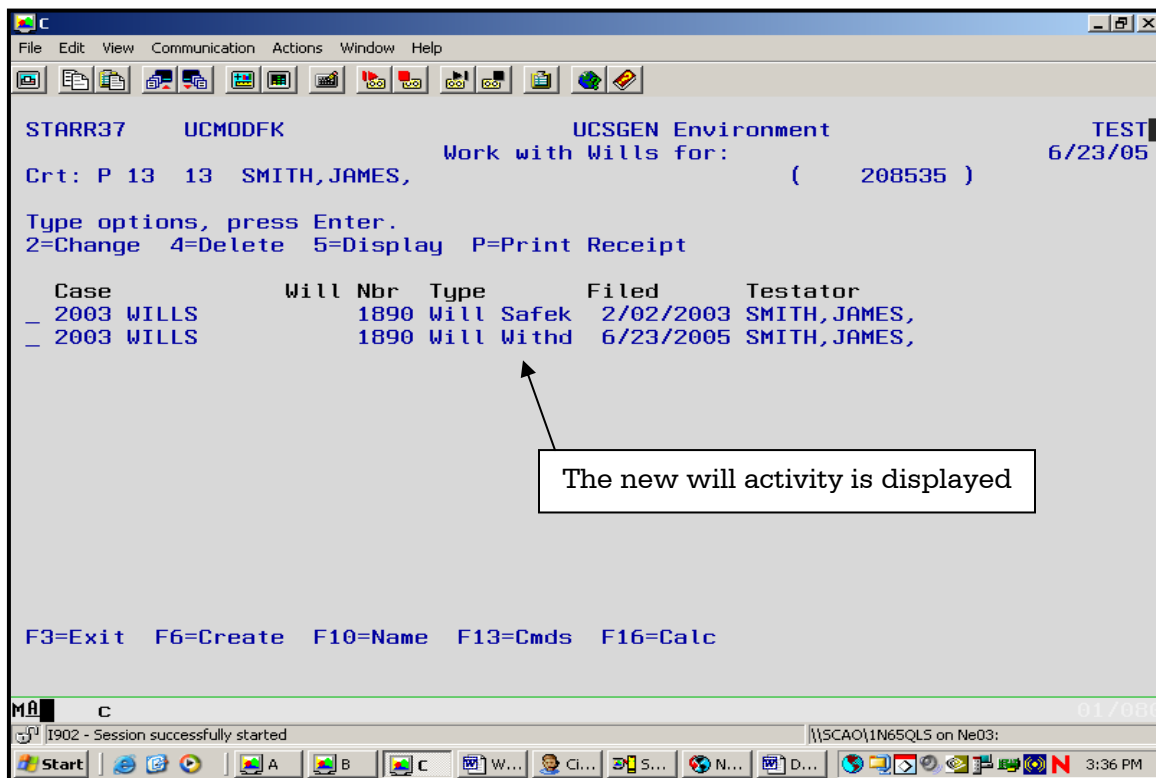


The screen will default to the last case number and will number.

Additional comments may be entered.

Press [Enter]  
Confirm  
Press [Enter]

Will Withdrawn continued



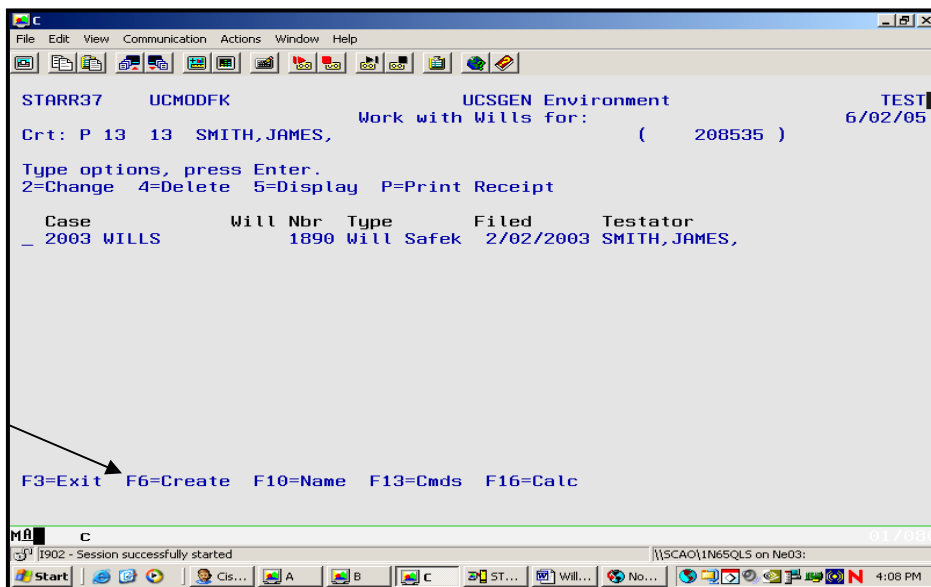
Other will activity continued

## Will Probated

A decedent's estate has been filed for a testator's will that is on file.

Search for the name in *Work with Names*, use option "W" next to the name.

The F6 to create new will activity



The screen will default to the last case number and will number

The estate case number may be entered as a cross reference.

Additional comments may also be entered

Press [Enter]  
Confirm  
Press [Enter]

## Will Probated continued

